

ADDENDUM No. 01		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			11/25/2014	11:00 AM CT
SOLICITATION 000013185 VENDOR # VENDOR NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 300px; margin-top: 10px;"></div>			RETURN ADDENDUM TO FAX # (225)578-2292 LSU LOUISIANA STATE UNIV. PURCHASING OFFICE 213 THOMAS BOYD HALL Baton Rouge LA 70803 BUYER Courtney Thompson BUYER PHONE (225)578-8651 ISSUE DATE 11/13/2014	
TITLE: RETRACTABLE BANNERS/SNAP PROGRAM				
<p>Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this Solicitation.</p> <p>SPECIFICATION CHANGE: THERE WILL ONLY BE FIVE (5) ARTWORK DESIGNS INSTEAD OF SIX (6). THE 1ST DELIVERY DATE WILL ONLY HAVE ONE (1) DESIGN INSTEAD OF TWO (2). Vendor inquiry has been received and response is offered per the attached document.</p> <p>This Addendum should be signed and returned with your bid or otherwise acknowledged therein. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. For revisions/clarifications to be considered, your addendum response must be submitted to and received by the issuing LSU Campus/Department at the "Return Bid To" address stated above no later than the specified bid due date/time and must be clearly marked with the solicitation number and the bid due date/time and returned via fax, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the bidder must either honor or withdraw its original bid.</p> <p>Bidder's Addendum Acknowledgement/Response:</p> <p>As an authorized agent/signatory of the bidder, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.</p>				
BIDDER (Name of Firm)			MAILING ADDRESS	
AUTHORIZED SIGNATURE			CITY, STATE ZIP	
PRINTED NAME			PHONE #	
TITLE			FAX #	
E-MAIL			FEDERAL TAX ID #	

Solicitation 13185 – Retractable Banners/SNAP Programs
Addendum One

Q1) Is there a loading dock at the shipping location?

A1) Yes

Q2) Will the company that is awarded the bid be able to invoice at the time of each separate delivery with the corresponding quantities of 834 respectively?

A2) Yes, invoices may be submitted with each delivery date.

Q3) In case of unforeseen delays out of our control, what is the absolute drop dead in hands date for the Ag Center? Most importantly the first in hands date of January 5.

A3) We gave the drop dead dates in the bid, they are the same as below. No other dates will be acceptable. *Three shipping dates to deliver the banners as listed in bid. First ship date (January 5, 2015) Artwork – One (1), 834 Banners; Second ship date (April 1, 2015) Artwork – Two (2), 500 Banners; Artwork – Three (3), 334 Banners; Third ship date (July 1, 2015) Artwork – Four (4), 500 Banners; Artwork – Five (5), 334 Banners*

Q4) The bid calls for 6 designs with staggered delivery dates. Please clarify if all 6 designs will be confirmed at the same time once bid closes or if staggered, how long before each delivery date.

A4) **Make Meals and Memories Together** – Jan 5th delivery date – will be sent to vendor as soon as award is made. *Only one artwork.* **Be Active and They Will Too** – April 1st delivery date – will be sent to vendor by February 20th. *This phase has two artwork designs an adult version and youth/child version.* **Eat More Fruits and Vegetables** – July 1st delivery date – will be sent to vendor as soon as award is made. *The phase will have two artwork designs an adult version and youth/child version.*

Q5) There are three delivery dates, with the quantity of each delivery, will invoicing be allowed after each delivery?

A5) See A2.

Q6) Has a contract for this solicitation been awarded in the past? If so, can you send the bid tabulation?

A6) Contract has not been bid in the past therefore, no bid tabulation.

Q7) Upon receipt of the bids November 25, when will the bid be awarded and artwork sent.

A7) Initial artwork will be sent as soon as the bid is awarded. Usually bid is awarded within 72 hours, however; due to Thanksgiving, the University will be closed Thursday 27th and Friday 28th. The University also reserves the right to request a sample which shall be provided within ten (10) days. An estimated timeframe would be around ten (10) days after bid due date but, could be awarded earlier.